



JOHN NAIMO
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-3873
PHONE: (213) 974-8301 FAX: (213) 626-5427

May 1, 2015

TO: Supervisor Michael D. Antonovich, Mayor
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

FROM: John Naimo
Auditor-Controller

SUBJECT: **ALCOTT CENTER FOR MENTAL HEALTH SERVICES – A
DEPARTMENT OF MENTAL HEALTH SERVICE PROVIDER –
PROGRAM REVIEW**

We completed a program review of Alcott Center for Mental Health Services (Alcott or Agency), which included a sample of billings from Fiscal Year (FY) 2014-15. The Department of Mental Health (DMH) contracts with Alcott to provide mental health services, including interviewing Program clients, assessing their mental health needs, and implementing treatment plans.

The purpose of our review was to determine whether Alcott provided the services and maintained proper documentation, as required by their County contract.

DMH paid Alcott approximately \$1.2 million on a cost-reimbursement basis for FY 2014-15. The Agency provides services in the Second Supervisorial District.

Results of Review

Alcott maintained documentation to support the services billed to DMH in accordance with their contract and related guidelines. The Agency completed the Assessments, Client Care Plans, Progress Notes, and Informed Consent forms in accordance with their County contract. In addition, Agency treatment staff had the required qualifications to provide DMH Program services.

Details of our review are attached.

Review of Report

We discussed our report with Alcott. Alcott is not required to submit a response to this report, because there are no findings or recommendations.

We thank Alcott management and staff for their cooperation and assistance during our review. If you have any questions please call me, or your staff may contact Don Chadwick at (213) 253-0301.

JN:AB:DC:EB:nj

Attachment

c: Sachi A. Hamai, Interim Chief Executive Officer
Dr. Marvin J. Southard, D.S.W., Director, Department of Mental Health
Mark Rothman, President, Alcott Center for Mental Health Services
Penelope Mehra, Executive Director, Alcott Center for Mental Health Services
Public Information Office
Audit Committee

**ALCOTT CENTER FOR MENTAL HEALTH SERVICES
DEPARTMENT OF MENTAL HEALTH
PROGRAM REVIEW
FISCAL YEAR 2014-15**

PROGRAM SERVICES

Objective

Determine whether Alcott Center for Mental Health Services (Alcott or Agency) provided the services billed to the Department of Mental Health (DMH) in accordance with their contract and related guidelines.

Verification

We selected 35 (2%) of the 1,438 approved Medi-Cal billings for September and October 2014, which were the most current billings available at the time of our review (February 2015). We reviewed the Assessments, Client Care Plans, Progress Notes, and Informed Consent forms in the clients' charts for the selected billings. The 35 billings represent services provided to 15 clients.

Results

Alcott maintained documentation to support the services billed to DMH in accordance with their contract and related guidelines. In addition, the Agency completed the Assessments, Client Care Plans, Progress Notes, and Informed Consent forms in accordance with their County contract.

Recommendation

None.

STAFFING QUALIFICATIONS

Objective

Determine whether Alcott's treatment staff had the required qualifications to provide the mental health services.

Verification

We reviewed the California Board of Behavioral Sciences' website and/or the personnel files for 11 (61%) of the 18 Alcott treatment staff who provided services to DMH clients during September and October 2014.

Results

Each employee reviewed had the qualifications required to provide the billed services.

Recommendation

None.